



Medication and Other Substances Policy

This policy will be reviewed on an annual basis

Introduction

Pippins recognises that drug, alcohol and substance misuse are growing social and medical problems, which can lead to accidents at work, reduced efficiency, poor decision making and lost productivity. In order to address these issues, Pippins is committed to having procedures for child protection which:

- Minimise drugs, alcohol and substance misuse related problems in the workplace, through promoting a sensible attitude to alcohol and a greater awareness of the risks of taking other drugs; and
- Offer support and advice for staff experiencing difficulties related to alcohol or drug use.

This policy relates to instances where individuals have become dependent upon alcohol or drugs. It does not apply to isolated instances or misconduct offences caused by alcohol or drugs misuse at or outside of work where there is evidence of an ongoing problem (and which may damage our reputation) or absence from work caused by the effects of excessive alcohol or drugs, which are likely to be dealt with under the normal disciplinary rules (for related misconduct and/or poor performance).

The objective of the Policy is to:

- Prioritise the safety and well-being of all children within the setting;
- Comply with our legal responsibilities;
- Assist managers in dealing with substance misuse-related incidents in the workplace;
- Establish clear, easily-understood guidelines for dealing with misconduct, arising from substance misuse;
- Demonstrate the organisation's commitment to the health and safety of everyone within the setting; and
- Raise awareness amongst staff of the effects of drugs and alcohol and the impact on themselves and the workplace of inappropriate use.

In this policy, drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.

Our expectations

Pippins expects its staff to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after-effects of alcohol or drugs.

Staff members must not be under the influence of alcohol, drugs or any other substance which may affect their ability to care for children.

We take a zero-tolerance approach to the consumption of alcohol by staff during the normal working day. This includes at lunchtime, at other official breaks and at work-based meetings and events. For the avoidance of doubt, this does not apply to social events (wherever held) which may be attended by members of staff outside of normal working hours where no children are present.

If a member of staff is prescribed medication, they must seek advice from their GP or Pharmacist about the possible effect on their ability to carry out their job and whether their duties should be modified or they should be temporarily reassigned to a different role. If so the member of staff must tell Pippins management without delay.

Staff will only be able to work directly with children if medical advice confirms that any prescribed medication is unlikely to impact their ability to look after children properly and undertake their role. Any prescribed medication on the premises must be securely stored, and out of reach of children, at all times.

Staff should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

How to recognise the problem

In most cases it is the behaviour associated with drug, alcohol and substance misuse that will be evident to both managers and colleagues.

Listed below are a number of indicators. It is essential to note that these indicators could equally apply to other illnesses or stress. It is important to thoroughly examine each situation before acting.

Possible indicators of misuse

- Patterns of depression or fatigue (often after the weekend).
- Absenteeism- short term/frequent patterns.
- Poor timekeeping.
- Erratic performance.
- Lack of discipline.
- Unusual irritability or aggression culminating in harassment.
- Over-confidence.
- Sudden mood swings.
- Inappropriate behaviour.
- Reduced response times.
- Becoming easily confused.
- Reduced productivity.
- Deterioration in relationships with colleagues, customers or management.
- Financial irregularities.
- Dishonesty and theft.

Remember: These are only signs - they can all be caused by other factors.

The cornerstone of this policy is the commitment to regard drug, alcohol and substance misuse as a health and social problem, which may affect work performance. The policy aims to enable the individual to seek help in order to maintain his/her performance at work. The success of this guidance depends upon a joint commitment from management and staff.

This policy seeks to ensure that support and assistance is proactively offered to employees' as appropriate and available to those seeking help. It is also recognised that the alcohol/drug problems of a family member may impact upon a member of staff's work efficiency.

What should I do if I suspect a member of staff's work is being affected by drug, alcohol or substance misuse?

1. Put your concerns in writing to the Manager or Trustee Directors.
2. The Manager or Trustee Directors will then gather facts/evidence and arrange an investigatory meeting. As part of this, Pippins reserves the right to conduct searches for alcohol or drugs on its premises. At the meeting, Management will ascertain whether the individual admits to having a problem with substance misuse.
3. After the meeting, if performance is still affected by substance misuse and/or any alcohol or drugs are found as a result of a search, action may be taken under our normal disciplinary rules.

However, if a member of staff otherwise arrives at work and management reasonably believe them to be under the influence of alcohol or drugs, appropriate action will be taken (which may include under our normal disciplinary rules). Management shall immediately contact its HR support (Citation) and proceed to undertake an investigation. We reserve the right to request that the individual leaves the setting immediately.

We will seek help and guidance from our HR support (Citation), Early Years Consultant (EYC), Early Years Adviser (EYA), local services regarding addiction counselling and drug and alcohol services as appropriate.

If you believe that you have an alcohol or drug-related problem you should seek specialist advice and support as soon as possible.

Alcoholics Anonymous (GB) Ltd National Helpline Telephone - 0845 769 755 - 24-hour service.

Frank - UK National Drugs Helpline Telephone - 0807 76600

Confidentiality

We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

Early Years Foundation Stage

This policy has been prepared in line with the legal requirements under section 3.19 of the Statutory Framework for the Early Years Foundation Stage.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 19th October 2023

Signed on behalf of the Management Trustee Directors



Role of signatory (e.g. chairperson etc.)

Chairperson

Commenced 2014 - Reviewed 27.11.2023